



Meeting Planner's Checklist

Secure the Speaker

- ☐ Start to plan the event at least six weeks in advance, so we have adequate time to promote (consider other programs on the calendar and any cost to participants; no charge is ideal!)
- ☐ Complete the Wellness Works "Activity Request/Promotion Form" and send it to: wellnessworks@howardcountymd.gov
- ☐ Check the speaker's credentials and get approval from Steering Committee and Risk Management; Health Department representatives are also available to answer questions.

Prepare for the Event

- ☐ Reserve the room(s), ensuring that there's adequate space for the activity and expected number of participants
- ☐ Send event details to wellnessworks@howardcountymd.gov for promotional materials (via Wellness Works Activity Request/Promotion Form)
 - ☐ Name of event
 - ☐ Speaker's name, title, and organization
 - ☐ Key topics/what participants will learn
 - ☐ Charge if any (aim to get free programs)
 - ☐ Location – building and name of conference room
 - ☐ RSVP contact, email, and phone number
- ☐ Coordinate equipment needs with speaker and secure with location
- ☐ Make copies of evaluation form (and waiver form if needed) and bring pens to meeting
- ☐ Alert front desk about the meeting and location
- ☐ Send reminder emails to participants (along with waiver form attached, if needed)
- ☐ Make a sign-in sheet for participants (name, department, event name/date)

Facilitate the Event

- ☐ Arrive early to check on room set up and welcome speaker
- ☐ Post a welcome sign, if possible
- ☐ Welcome participants upon arrival
- ☐ Hand out waiver forms, if needed
- ☐ Introduce speaker/facilitator
- ☐ Enjoy the program!
- ☐ Hand out evaluation forms and thank everyone at end of program
- ☐ Return room to original set-up, turn off lights, clean up, etc.

Follow-up after the Event

- ☐ Send thank you note/email to participants with evaluation form attached (in case participants left prior to completing)
- ☐ Send thank you note/email to instructor
- ☐ Tally the evaluation forms and send a summary to wellnessworks@howardcountymd.gov with number of participants, departments, responses for each question, and written comments if any.

Many thanks for helping to promote healthy lifestyles among County employees!